# Scrum's Five Activities

## Sprint Planning
When: beginning of the sprint
Who: PO, dev team, Scrum Master

Two questions:
> What will the team build?
> How will the work get done?

How:
> Chunks of a day or less (log-normal guesses)
> Iterative, Incremental work
> "Customer Collaboration over contract negotiation"

Time boxed: 8h for 4w sprints, 4h for 2w sprints

Inputs:
> Product Backlog
> Latest product increment
> Projected capacity, past performance of team

Outputs:
> Sprint Backlog
> Sprint Goal

Three C's: Card, Conversation, Confirmation

## Daily Scrum
Same time, same place, daily.

Everyone answers:
1. What did you **complete** yesterday?
2. What will you **complete** today?
3. Is anything blocking you or the team?

For the team, by the team.

Be brief. Take it offline.

Time-boxed: 15 minutes max.

Speak clearly.

No side conversations.
No socializing.

## Sprint Review
Who:
> PO, dev team, Scrum Master
> Any stakeholders invited by PO

Elements:
> Demo of everything Done
> What went well
> Problems encountered & solved
> Review product backlog
> What's next? How has the market evolved?
> When's the next release?

Time boxed: 4h for 4w sprints

"Elicit feedback and foster collaboration."
"Inspect and adapt"

## Sprint Retrospective
When: End of every sprint
Who: PO, dev team, Scrum Master

Time boxed: 3h for 4w sprints

Feedback loops:
> What went well? What could have been better?

Create ordered list of the good and bad.
Create a plan for improving

Consider: improvement Kata

## Sprint
Self-organize to incrementally and iteratively build a product increment

Make trade-offs with the PO

Focus on getting work potentially releasable
Done, by the team's shared definition of Done

Consider: Pareto optimizations

Iron triangle: Schedule, Cost, Scope
- Fixed schedule (sprint length)
- Fixed cost (team burn rate)
- Vary the scope to fit

Three amigos collaborate daily

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